



# Drugs, Alcohol and Substance Misuse Policy

Policy Owner	Designated Safeguarding Lead
Formally endorsed by	Council of Trustees
Endorsement Date	October 2021
Next Review Date	October 2022

## Policy Statement

At Michael Hall we strongly believe that alcohol and drug use is incompatible with our pedagogical approach as well as the health and wellbeing of the students. We are committed to promoting a healthy and safe social environment both within and outside the school; one in which all students may freely participate without there being substance abuse. We believe that it is important to give clear and consistent messages to our pupils that will allow them to develop the understanding and confidence to reject legal and illegal alcohol, drugs and substances. All our staff are provided with ongoing training in recognizing and responding to the symptoms of alcohol, drugs and substance abuse.

The statistics for the use of drugs amongst the young make it unlikely that any school is 'drug-free' and the shifting legal and social evaluation of cannabis, legal 'highs' and other drugs adds further complexity. Drugs can still ruin lives. The allure of experimentation can be a snare and even limited use can be damaging. In school, we need to be particularly vigilant of those, whether within or from outside, who seek to profit by the supply of illegal and forbidden substances. This includes the consumption of alcohol under the age of 18.

At the forefront is always the best interest of the students and staff.

## Prevention and education

Through PHSEE lessons students will learn about prevention and education in order to:

- Clarify misconceptions through increased knowledge and understanding
- Keep themselves safe and make informed choices
- Understand the risk to health and consequences of substance misuse.
- Have knowledge of the laws around legal and controlled drugs
- To explore and challenge their own and others' attitudes and views towards drugs
- Provide methods of seeking support and acquiring information through resources and organisations

## Definitions

Drugs	- <i>a substance altering the way you feel, think or behave when taken</i>
Illegal drugs	- <i>drug classified in the Misuse of Drugs Act 1971, such as marijuana, cocaine, etc</i>
Unauthorised drugs	- <i>substances such as tobacco and electronic cigarettes ('Vaping'), alcohol, solvents, medication not approved by the school, substances now classified in the Psychoactive Substances Act 2016 (formally known as "legal highs")</i>
Recreational use	- <i>using drugs on a regular basis</i>
Supplying	- <i>selling, sharing or giving drugs to another person</i>
Intoxicated	- <i>being under the influence of drugs once using them</i>
Paraphernalia	- <i>equipment used for taking or preparing drugs</i>

## Drug related incidents

1. Incident involving use of unauthorised drugs
  - Use of an unauthorised drug
  - Possession of an unauthorised drug or paraphernalia
  - Intoxication from an unauthorised drug
2. Incident involving use of illegal drugs
  - Use of an illegal drug

- Possession of an illegal drug or paraphernalia
  - Intoxication from an illegal drug
3. Incident involving supplying of illegal or unauthorised drugs
- Possession with the intention to sell illegal or unauthorised drugs
  - Supplying illegal or unauthorised drugs

**Any alcohol/drug related incidents must be reported on CPOMS and the Safeguarding Team alerted.**

### Suspicion

1. If a member of staff suspects a student of using alcohol/drugs recreationally (illegal or authorised)
- Have a conversation with the suspected student - this may lead to a bag search
  - Notify their Guardian/ Class Teacher as to what has been said and actions taken so far
  - Guardian/ Class Teacher speaks to the student
  - Guardian/ Class Teacher informs parents of the concern
  - Guardian/ Class Teacher informs an Assistant Principal of what has been said and actions taken so far
  - The Assistant Principal liaises with the Senior Leadership Team (SLT) where disciplinary action is needed for exclusions
  - Guardian/ Class Teacher liaises with the Wellbeing & Pastoral Care team for support where needed

See Annex A

2. If a member of staff suspects a student of being in possession of alcohol/drugs
- Have a conversation with the suspected student - this may lead to a bag search
  - Notify their Guardian/ Class Teacher as to what has been said and actions taken so far
  - Guardian/ Class Teacher speaks to the student
  - Guardian/ Class Teacher informs parents of the concern
  - Guardian/ Class Teacher informs an Assistant Principal of what has been said and actions taken so far
  - The Assistant Principal liaises with SLT where disciplinary action is needed for exclusions
  - Guardian/ Class Teacher liaises with the Wellbeing & Pastoral Care team for support where needed

See Annex A

3. If a member of staff suspects a student of being intoxicated
- Take the student to First Aid for the First Aider to assess their health (call emergency services if needed or 111 for NHS advice)
  - Have a conversation with the suspected student - this may lead to a bag search
  - Notify their Guardian/ Class Teacher as to what has been said and actions taken so far
  - Guardian/ Class Teacher speaks to the student
  - Guardian/ Class Teacher informs parents of the concern
  - Guardian/ Class Teacher informs the Assistant Principal of what has been said and actions taken so far
  - The Assistant Principal liaises with SLT where disciplinary action is needed for exclusions
  - Guardian/ Class Teacher liaises with the Pastoral Care team for support where needed

See Annex A

**Any suspicion of alcohol/drug related incidents must be reported on CPOMS and the Safeguarding Team alerted.**

**Right to search**

If a student is suspected of being in possession of alcohol/drugs based on their actions, behaviour or their language, the School reserves the right to search the students bag, locker and room (in the case of a boarding student)

Confiscated illegal alcohol, drugs or paraphernalia will be kept under lock and key under the supervision of a member of the management team until advice is sought from the Police and then suitably disposed of.

*In cases where excessive amount of illegal drugs, or suspicion beyond reasonable doubt of possession with intent to supply or in the case of witnessing selling of illegal drugs, the school will seek Police advice and possible action.* Parents will be notified of any Police involvement. The school will inform the Police of possession, consumption or supplying of an illegal drug or substance, where it is deemed appropriate.

**Drug testing**

If a student is continually suspected of using drugs recreationally, but no evidence has been found, they may be subject to a random drug testing. Drug tests will be administered by the First Aid staff under supervision of a member of the Wellbeing & Pastoral Care Team. The DDSL & DSL will be informed of a drug related incident, suspected or found, via CPOMS. Random drug testing can be requested by a Guardian/Class Teacher or an Assistant Principal to the Safeguarding Team (SGT) or recommended by the SGT based on evidence they receive.

Should the SGT decide on random drug testing, a member of the Team will meet with the student to discuss this with them and parents informed. The student will be subject to random drug tests for the duration of the academic year. The First Aid staff will administer a drug test at random without warning.

The results of this test should go back to the SGT member in order to notify the parents and the Wellbeing & Pastoral Care team to continue their support for the student. Records of the testing will not be used for any other purpose. Should the test be positive of any substances the student's place in the school will be in jeopardy. The student will automatically be put on Stage 3 discipline (See Upper School Behaviour and Sanctions Policy), or further disciplinary action according to the policy if they are already at Stage 3. Parents will be invited in for a meeting to discuss an agreed course of action between the school and home, including outside intervention, and a behaviour contract written. Should the parent/guardian or the student not agree to this the students education at Michael Hall will be terminated.

**Disciplinary action**

1. Action on use of unauthorised drugs
  - Fixed term exclusion
  - Permanent exclusion depending on severity or repeated action
2. Action on use of illegal drugs
  - Fixed term exclusion
  - Permanent exclusion depending on severity or repeated action

3. Action on selling drugs
  - Permanent exclusion

Disciplinary actions and sanctions will be given taking into account the seriousness of the incident, the students' welfare, previous disciplinary record and guidance in *Department of Education Drug Advice for Schools*.

### Support provided

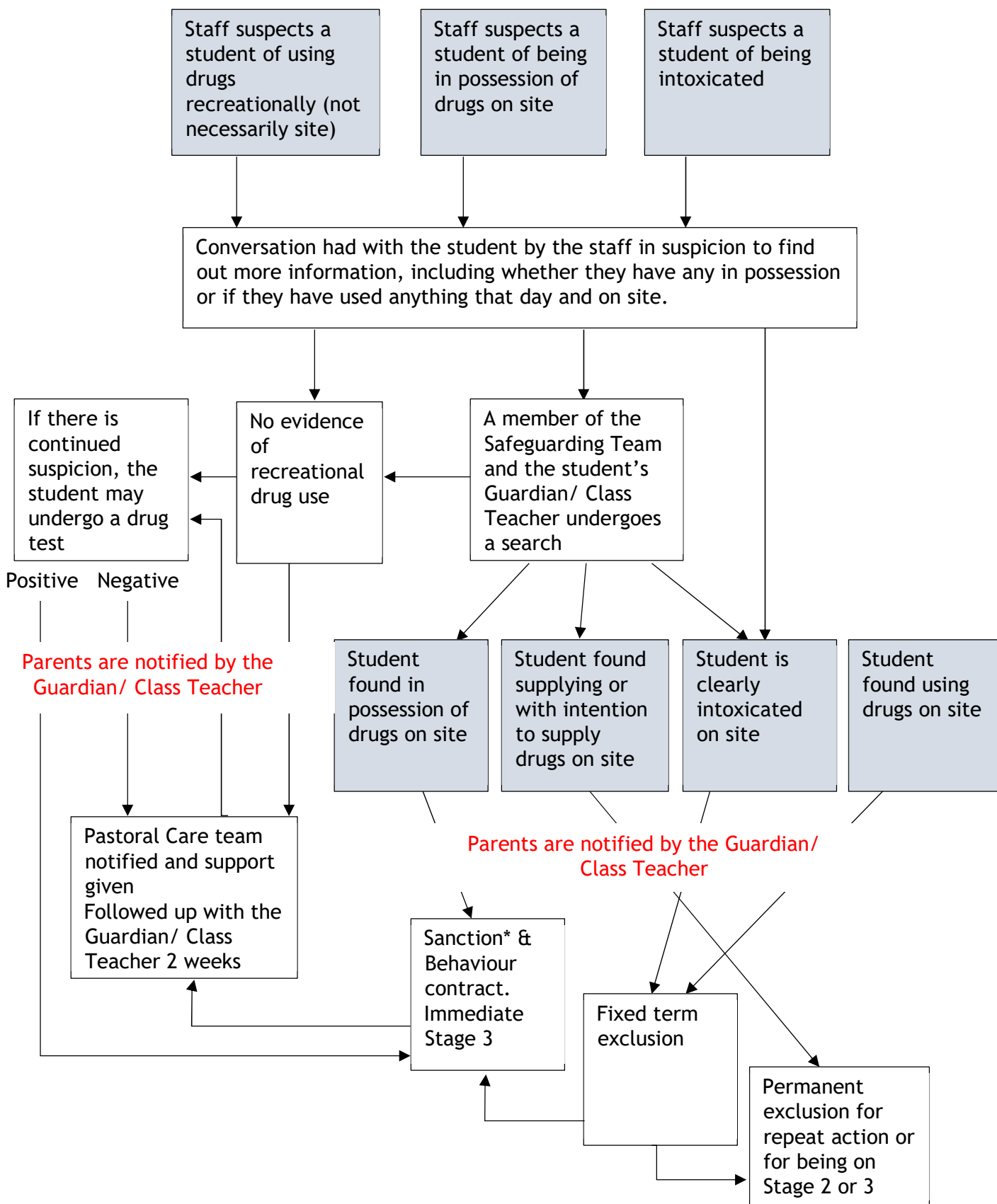
The following are possible examples of support for a student that has been suspected of or found guilty of a drug related incident. These can also be sources of support for students and parents as means of gaining further information for preventative measures.

- **Safeguarding Team - school monitoring and support**  
Students will automatically be considered to be vulnerable and will be monitored by the SGT whilst support is in place.
- **Wellbeing & Pastoral Care - create targeted intervention or personalised programmes**  
Students will be put on a programme of support, designed by Pastoral Care, as appropriate for the circumstance. This will include random drug testing.
- **First Aid - health support and advice**  
First Aid staff can provide all students with further health advice regarding the effects and consequences of drug use on the body.
- **Tutors - personalised support, advice and guidance**  
Tutors can support students with monitoring of the situation and provide advice and guidance based on their circumstances.
- **Guardian/ Class Teachers - general support, advice and guidance**  
Guardian/ Class Teachers are able to provide all students with further information regarding drugs, the law and how it affects lives through informed lessons and talks.
- **GP - specialised support, advice and guidance**  
Support will be requested from the student's Doctor for addiction and substance misuse support as well as further health and medical advice.
- **Counselling - confidential support, advice and guidance**  
Students will be referred for specific substance misuse counselling if deemed appropriate by Pastoral Care. Counselling is also available and recommended for general support for students.

### Relevant Policies:

- Upper and Lower School Behaviour Policies
- Exclusion Policy
- Physical Restraint Policy
- Safeguarding and Child Protection Policy

Annex A - Drugs procedure



## Drugs, Alcohol and Substance Misuse Policy

\*Sanction in accordance with the *Disciplinary Action* section above and the Upper School Behaviour and Sanctions Policy.

**Annex B - Supporting organisations**

Organisation	Information	Website	Telephone
FRANK	National source of information and advice on drugs for young people and parents	<a href="http://www.talktofrank.com">www.talktofrank.com</a>	0300 123 6600
West Sussex Young Persons Substance Misuse Service		<a href="mailto:wsypsms@cgl.org.uk">wsypsms@cgl.org.uk</a>	Advice line: 0300 303 8677 Text: 0777 933 9954
Addaction	UK's largest specialist drug and alcohol treatment charities.	<a href="http://www.addaction.org.uk">www.addaction.org.uk</a>	
ADFAM	Information to families of drug and alcohol users. The website has a database of local family support services.	<a href="mailto:admin@adfam.org.uk">admin@adfam.org.uk</a> <a href="http://www.adfam.org.uk">www.adfam.org.uk</a>	020 7553 7640
National Children's Bureau	Promotes the interests and wellbeing of all children and young people across every aspect of their lives	<a href="http://www.ncb.org.uk">www.ncb.org.uk</a>	020 7843 6000
Smokefree	NHS Smoking Helpline	<a href="http://www.smokefree.nhs.uk">www.smokefree.nhs.uk</a>	0800 169 0 169
Youth Offending Teams	Local Youth Offending Teams are local authority multi-agency teams	<a href="http://www.gov.uk/youth-offending-team">www.gov.uk/youth-offending-team</a>	
Drink Aware	An independent UK-wide alcohol education charity	<a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a>	